



Policy Library

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Responsible Offices:
Office of the Provost
Office of Human Resources

Approved: _____
Carol C. Harter, President

Credentials Verification for Faculty & Professional Staff

Policy Statement

It is policy of the University of Nevada, Las Vegas that all faculty and professional staff positions within the university shall require a bachelor's degree or appropriate professional experience in lieu of post secondary education equivalent to such a degree and that all such academic degrees shall have been awarded by regionally accredited institutions. All vacancy announcements or advertisements for faculty and professional staff positions shall include explicit reference to this requirement.

Reason for Policy

As public institution of higher education committed to excellence in teaching, research, and public service and which is accredited by the Northwest Association of Schools and Colleges, the University of Nevada, Las Vegas must ensure that academic faculty and professional staff possess appropriate academic credentials commensurate with the requirements of their positions and that academic degrees, where required, have been awarded by regionally accredited institutions.

Entities Affected by This Policy (Scope)

Faculty:

Applies to all permanent and temporary faculty appointments.

Professional Staff:

Applies to all permanent and contract professional staff appointments (on A & B contracts). Does not apply to temporary professional staff on Letters of Appointment.

Who Should Read This Policy

Appointing Authorities.

Procedures

For academic faculty, the Office of the Executive Vice President and Provost shall be responsible for obtaining the academic credentials of all individuals hired and for verifying that such credentials meet the requirements for the position and have been issued by regionally accredited institutions. Credentials verification records shall be forwarded to the Office of Human Resources for inclusion in employee personnel files.

For administrative faculty and other professional staff, the Office of Human Resources shall be responsible for verifying the academic credentials of all individuals hired and for maintaining documentation that such credentials meet the requirements for the position and have been issued by regionally accredited institutions.

For applicants who have earned their degrees outside the United States, the applicant must have their transcripts evaluated by an approved evaluator if their college or university is not listed in the most recent edition of *Accredited Institutions of Postsecondary Education*, published by the American Council on Education in consultation with the Council for Higher Education Accreditation. Evaluations of non-U.S. degrees may be obtained from any one of the entities listed in the appendix to this policy. The expense of the evaluation shall be born by the applicant and the evaluation must be forwarded directly to the UNLV appointing authority.

Consequence of Non-Compliance

If transcripts have not been provided or verification of academic credentials has not occurred prior to the effective date of employment for faculty or professional staff, appointments to such positions shall be expressly contingent on the employee providing satisfactory evidence of academic credentials or degrees claimed in curriculum vitae or resumes in support of their candidacy for employment. Transcripts or verification of academic credentials shall be completed no later than 30 calendar days from the effective date of employment. Falsification or misrepresentation of academic credentials or degrees or evidence that degrees offered in support of candidacy for employment have been issued from non-accredited institutions shall invalidate the employment contract (if already issued) and shall be grounds for immediate separation from employment.

The University of Nevada, Las Vegas
ACCEPTANCE OF FOREIGN TRANSCRIPTS

Applicants who have earned their degrees outside the United States must have their transcripts evaluated by an approved evaluator if their college or university is not listed in the most recent edition of *Accredited Institutions of Postsecondary Education*, published by the American Council on Education. Evaluations of non-U.S. degrees may be obtained from any one of the following entities. Expense of the evaluation shall be born by the applicant and the evaluation must be forwarded directly to the UNLV appointing authority. Questions may be directed to UNLV Human Resources at 702-895-3886 or hrsearch@unlv.edu.

Center for Applied Research, Evaluation &
Education, Inc.
P.O. Box 18358
Anaheim, CA 92817
Ph: (714) 237-9272

The Foreign Educational Document Service
P.O. Box 4091 (Philippines)
Stockton, CA 95204
Ph: (209) 948-6589

Foreign Academic Credit Service, Inc.
P.O. Box 400, Glen Carbon, IL 62034
Ph: (618) 656-5291 or (618) 307-6036

Education International, Inc.
29 Denton Road, Wellesley, MA 02482
Ph: (781) 235-7425 Fx: (781) 235-6831

Education Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53203-3470
Ph: (414) 289-3400 Fx: (414) 289-3411

Global Language Service
Attn: Josh
319 Broadway, 2nd Floor
New York, NY 10007
Ph: (212) 227-1994 or (800) 446-6228

Foundation for International Services, Inc.
14926 35th Ave. West, Suite 210
Lynnwood, WA 98087
Ph: (425) 487-2245 Fx: (425) 248-2262

International Consultants of Delaware, Inc.
PO Box 8629, Philadelphia, PA 19101
Ph: (215) 222-8454 Fx: (215) 349-0026

Educational Records Evaluators Services
601 University Ave., Suite 127
Sacramento, CA 95825
Ph: (916) 921-0790 Fx: (916) 921-0793

Global Credential Evaluators-Southwest
PO Box 9203
College Station, TX 77842
Ph: (800) 707-0979 Fx: (512) 528-9293

World Education Services, Inc.
Bowling Green Station
PO Box 5087, New York, NY 10274-5087
Courier Address:
64 Beaver Street #146
New York, NY 10004
Ph: (212) 966-6311 Fx: (212) 966-6395

Josef Silny & Associates, Inc.
International Ed. Consultants
7101 Southwest 102nd Ave.
Miami, FL 33173
Ph: (305) 273-1616 Fx: (305) 273-1338

International Education Evaluations, Inc.
7900 Matthews Mint Hill Rd., Suite 300
Charlotte, NC 28227
Ph: (704) 772-0109 Fx: (704) 545-2484

Spantran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, TX 77036
Ph: (713) 266-8805 Fx: (713) 789-6022

International Educational Research
Foundation (China)
PO Box 3665, Culver City, CA 90231
Ph: (310) 258-9451 Fx: (310) 342-7086